

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

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Governor

Anthony G. Brown  
Lt. Governor



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Executive Director

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***Recruitment & Examination Announcement***

***SPECIAL ANNOUNCEMENT FOR DPSCS EMPLOYEES  
REGARDING MAKE-UP PROMOTIONAL TESTS  
DUE TO ACTIVE DUTY IN THE MILITARY***

This bulletin applies to all DPSCS employees who may have missed the application deadline and/or the scheduled test for the promotional exams listed below due to active duty after October 2001, and who would have been eligible to apply and take the exam at the time of the last posting and test administration for these job classifications.

The Department of Budget & Management, in cooperation with the DPSCS Recruitment & Examination Unit, will hold make-up exams on a monthly basis, in Baltimore, for the following job classifications:

- Correctional Officer Sergeant (Class 4082)
- Correctional Officer Lieutenant (Class 4083)

Applicants from any region may take the exam in Baltimore.

*(The classifications of Correctional Officer Captain & Major are on schedule as Open & Continuous. Returning veterans may apply for these at any time.)*

**ELIGIBILITY:**

To be eligible for a make-up test in one of the above classifications you must meet the following conditions:

- you must apply in accordance with the instructions below

- you were on active duty for the entire time period of the most recent posting for the job classification for which you are applying, or you applied when it was last posted and were approved to take the exam, but you were on active duty when the exam was given.

**TO APPLY:**

**You must submit the following:**

- a completed Maryland State application (MS 100); and
- a copy of your military orders showing that you were on active duty as indicated in the above eligibility conditions.

**Submit the above information to:**

Department of Public Safety and Correctional Services  
Recruitment & Examination Unit  
6776 Reisterstown Road, Suite 309  
Baltimore, Maryland 21215-2342

***Your application must clearly indicate the job classification for which you are applying, and that it is a request for a make-up test due to active duty in the military.***

***You should apply as soon as possible after returning from military duty. If your application is approved, you will receive a test notice from the Department of Budget & Management.***

**Equal Opportunity/ADA Employer**